

**Los Angeles County Commission for Women (LACCW)
Trust Fund Budget Criteria and Spending Plan**

1. The fiscal year, for purposes of the Los Angeles County Commission for Women (LACCW), begins July 1st. The LACCW budget is adopted at a meeting in July or as soon in the fiscal year as the financials of the previous year are available to the Commission.
2. The TOTAL TRUST FUND BALANCE is comprised of unspent monies including President's Fund from the previous fiscal year, proceeds from the prior year awards luncheon, interest income, income from other functions and any undesignated donations and honoraria.
3. An amount of \$2,500 shall be allocated to the Commission's Designated Funds each fiscal year as seed money for the Annual Women of the Year Awards Luncheon event(s) to use for deposits, printing costs, and publicity. The remainder of the unspent seed monies shall be returned to the TOTAL TRUST FUND BALANCE.
4. A budget comprised of yearly expenses of the LACCW shall be allocated annually and identified as Designated Funds. Such items may include: NACW & ACCW Association meetings and travel expenditures, conferences, dues, media/promotional expenses, printing publications and reports, district town hall meetings, yearly meetings with community groups and organizations and the Women of the Year Luncheon expenses shall be submitted to the Commission for consideration at the time of the adoption of the budget.
5. An amount not to exceed \$5,000 shall be allocated as the President's Fund and shall be utilized by her or a designated Commissioner representing the LACCW Los Angeles County community function(s) and/or State and National Association meeting(s). Such expenditures shall be approved by the Commission at a regularly scheduled meeting.
6. The remaining balance of the undesignated funds shall be allocated to the LACCW and called the Flexible Spending Funds. At the beginning of the fiscal year, the Flexible Spending Funds. The LACCW, by a majority vote, shall determine all expenditures of the Flexible Spending Funds.
 - ❖ The President will endeavor to assure the LACCW funding allocation is equally applied.
 - ❖ Monies shall not be appropriated for political fundraising or political activities of any type. Political fundraising includes all events in which proceeds go to any individual politician or any political party.
 - ❖ The LACCW may actively support or oppose a ballot measure in accord with any position taken by the Board of Supervisors.
 - ❖ All expenditures shall be assessed and approved according to

the criteria as to their worthiness in furthering the mission and the annual goals of the LACCW.

- ❖ Donations shall not be made to an individual.
- ❖ Organizations outside of Los Angeles County shall not be considered for financial support.

7. All requests for funds allow the LACCW 60 days to make a determination. The organization or commissioner requesting funds for any organization must fill out the LACCW's Donation Request form which requires the following information before consideration of a request. In addition, the Action Plan for the use of the funds must accompany the Donation Request form. Donation requests to fund food and refreshments for a specific event are strongly discouraged. The Executive Committee will make a determination on a case by case basis.

- ❖ Name of organization
- ❖ Mission of organization - purpose and goals
- ❖ Organization identification - non-profit status / tax ID number
- ❖ History of organization
- ❖ Time of existence
- ❖ Listing of Board of Directors
- ❖ Location of Organization
- ❖ Constituency it serves within Los Angeles County.
- ❖ Purpose and goals of the event for which support is being requested shall be in alignment with the purpose and Mission of the LACCW.
- ❖ Commissioners or requesting organizations shall be specific in their request regarding the type of support being requested, i.e. monetary contributions, use of Commission's name or logo, access to mailing resources, and staff assistance.
- ❖ Information whether the organization has previously received a donation from the LACCW.
- ❖ Recipient's name, time of the event, and amount of donation.

All documented requests shall be submitted to the Commission staff 60 days prior to proposed date needed for funds. All approved requests by the Executive Committee shall be presented for funding consideration to the Commission. No retroactive requests will be considered by the LACCW.

8. The LACCW's Donation Recipient Response form shall be attached with a donation check. The Commissioner requesting funds for an organization or an organization requesting funds is required to fill out the form that includes the following information, and return the form within 60 days of receipt of the funds. The organization that has received funds from LACCW may present their reports at one of the Commission's meetings upon request.

- ❖ Name of organization

- ❖ Event information
 - ❖ Amount of donation received
 - ❖ How the donation was used
 - ❖ How the donation assisted women in the Los Angeles County
 - ❖ How the donation contributed to the success of the event
9. The LACCW's Rejection of Donation form shall be provided to the requesting organization that has not met the required funding criteria or which fails to receive majority vote of the Commission.
 10. The Consolidated Trust Fund Expenditures and Balance Report shall be submitted to the LACCW on a quarterly basis.
 11. Expressions of sympathy up to \$100 may be donated to a County approved not-for-profit entity in memory of a Commissioner or Commission staff member upon his or her death.

UNUSUAL CIRCUMSTANCES MAY CAUSE EXCEPTIONS TO BE MADE SUCH AS; TIME CONSTRAINTS, LACK OF A QUORUM, OR MEETING CANCELLATION.

Revised: 8/12/13